



Office of the Comptroller

PCRS RULES FORM

INSTRUCTIONS:

Please use this form to request approval of all Payroll Cost Reporting System (PCRS) rules. This form, along with a screen print of each online rule entered in PCRS, a copy of the authorizing language for each MMARS appropriation account involved and a brief memo explaining the reason for the request, must be sent to:

Office of the Comptroller, Payroll Unit, 1 Ashburton Place, Boston, MA 02108.

I hereby submit the attached screen prints of Payroll Cost Reporting System (PCRS) edit setting(s), alternate account(s), and/or position to account relationships, along with supporting documentation from the current General Appropriation Act, other legislative act, or authoritative document, for approval in the PCRS rules subsystem. In doing so I affirm that the entries are accurate representations of this department's authorized payroll account management. The approval of these Rules will enable the department to apply payroll expenditures to correct accounts and will represent accurate and true payroll processing. Detailed and accurate time sheets, signed by an authorized signatory, must be kept on file at the department.

DEPARTMENT HEAD or AUTHORIZED DESIGNEE (Signature must be on file at CTR)

Signature: _____ Date: _____

Please Print Name: _____ Department: _____

<u>Quantity</u>	<u>Rule</u>	<u>CTR Review</u>
_____	Account Specific Edit Setting(s)	_____
_____	Alternate Account(s)	_____
_____	Position Account Assignment Rule 1 (one position to multiple accounts)	_____
_____	Position Account Assignment Rule 2 (payorg/account to multiple accounts)	_____
_____	Position Account Assignment Rule 3 (position account to multiple accounts)	_____
_____	Position Account Assignment Rule 4 (any position to any account)	_____

Comptroller Approval: _____ Date: _____

Comments: _____

